

# ***FREQUENTLY ASKED QUESTIONS***

## ***Where can I find information about ...***

- **Adequate and proper documentation**

*36 Code of Federal Regulations (CFR) § 1220.14*

- **Audiovisual Records**

Recordkeeping requirements/records creation - *36 CFR § 1232.20(a) and 1232.30*

Maintenance and storage - *36 CFR § 1232, Subpart - B - Audiovisual Records Management*

Disposition - *36 CFR § 1232.32*

Formats for transferring permanent records to NARA - *36 CFR § 1228.266*

- **Cartographic & architectural records appraised as permanent, transfer to NARA**

*36 CFR § 1228.268*

- **Contractor records**

*36 CFR § 1222.48*

- **Electronic records**

Recordkeeping requirements/records creation - *36 CFR § 1234.20, 1234.22, 1234.24*

Maintenance and storage - *36 CFR § 1234, Subpart - C - Standards for the Creation, Use, Preservation, and Disposition of Electronic Records*

Disposition - *36CFR~1234.32& 1234.34*

Formats for transferring permanent records to NARA - *36 CFR § 1228.270*

- **Micrographic records**

Recordkeeping requirements/records creation - *36 CFR § 1230.12, 1230.16, and 1230.22*

Maintenance and storage - *36 CFR ~ 1230, Subpart - D - Standards for the Storage, Use and Disposition of Microform Records*

Disposition - *36 CFR § 1230.26*

Formats for transferring permanent records to NARA - *36 CFR § 1230.14*

- **Personal papers**

*36 CFR ~ 1222.36*

- **Record**

*44 U.S. C Sec. 2901 (2); 44 U.S. C Sec. 3301*

*36CFR~1220.14*

- **Recordkeeping requirements/records creation**

*36 CFR Part 1222, Subpart -C - Standards for Agency Recordkeeping Requirements*

- **Records management programs in agencies**

*44 U.S.C. Sec. 3102*

*36 CFR Part 1220, Subpart -B - Agency Records Management Programs*

- **Records schedules**

*44 U.S.C. Sec. 3303*

*36 CFR Part 1228, Subpart -B - Scheduling Records*

- **Transferred records, agency use**

In a NARA records center

*36 CFR § 1228.168*

In the National Archives of the United States

*36 CFR § 1228.280*

- **Transferring records more than 30 years old to the National Archives**

*36 CFR § 1228.260(a) (2)*

- **Unauthorized disposition of federal records**

*36 CFR § 1228, Subpart - G - Damage to, Alienation, and Unauthorized Destruction of Records*

- **“Unscheduled records”**

*36 CFR § 1220.14*